

CAREER OPPORTUNITIES

Opportunities updated on March 9, 2020

POSITION	DEPARTMENT	STATUS	BRIEF JOB DESCRIPTION
Catering Manager	Sales & Catering	Full Time (1)	The Catering Manager is responsible for finalizing catering business while maximizing the banquet space and to meet and exceed sales goals. As a Mission Inn Catering Manager, one solicits, negotiates and books new and repeat business by and via outside sales calls, telemarketing, mailings, networking etc.
Server	Banquets	Part Time (1)	Serves food and beverages to guests in a friendly and knowledgeable fashion.
HVAC	Engineering	Full Time (2)	Keeps the hotel facilities in optimum operating condition by performing maintenance and repairs. Maintains hotel heating/ventilation/air conditioning equipment in optimal operating condition by performing routine maintenance.
Night Manager	Front Office	Full Time (1)	Oversee front desk and guest services for the night shift. Ensure guest service standards are met.
Floor Supervisor	Housekeeping	Temporary Part Time (1)	Supervises work activities of cleaning personnel to ensure clean, orderly, and attractive rooms and public areas. Assign duties, inspect work, motivate staff and investigate complaints regarding housekeeping service and equipment and take corrective action. Notify Housekeeping Office Coordinator of supplies and equipment needed, take periodic inventories, train new employees.
Room Attendant	Housekeeping	Full Time (1)	Ensures clean, orderly attractive rooms in hotels by performing the following duties.
Room Attendant	Housekeeping	Temporary Full Time (1)	Ensures clean, orderly attractive rooms in hotels by performing the following duties.
Houseperson	Housekeeping	Full Time (2)	Ensures clean, orderly of area by performing all duties such as Shampoos all carpets, cleans windows and flips mattresses.
Uniform Clerk	Housekeeping	Full Time (1)	This position is responsible for making alternations and repairs to employees' uniforms and linen and to assist with issuing, receiving and maintaining employee uniforms
Dispatch	Housekeeping	Full Time (1)	Coordinate the day to day administrative activities of the housekeeping office including answering phones and dispatching staff to complete guest requests and producing room attendants and House Attendant assignments.
Projects	Housekeeping	Full Time (1)	Ensure completion of all tasks assigned in the Housekeeping department considered to be special projects, special projects include; ensure windows of the hotel are cleaned on a regular basis, deep cleaning of carpets, floors (wood, tile, cement, etc.) on a regular basis, polish floors on an as-need basis, assist in flipping room mattresses in the rooms periodically, etc.
Night Porter	Housekeeping	Full Time (1)	Cleans lobby including all public areas and the back of the house.
MIR Line Cook	Kitchen- MIR	Full Time (1)	Plan, prep, set-up and provide quality service in all areas of food production for menu items and specials in the designated outlets in accordance with standards and plating guide specifications. Maintain organization, cleanliness and sanitation of work areas and equipment.
Server	Las Campanas	Part Time (2)	Assists restaurant servers to do table maintenance, clean and reset tables. Serves beverages, carries large trays of food, sets up and breaks down service stations.
Busser	MIR	Part Time (1)	The Bus Person is responsible for assisting the servers in providing the highest quality service possible to guests while maintaining the highest standards of cleanliness and sanitation throughout the hours of operation.
Server	MIR	Part Time (1)	Assists restaurant servers to do table maintenance, clean and reset tables. Serves beverages, carries large trays of food, sets up and breaks down service stations.

Pool Manager	MIR	Full Time (1)	The Pool Manager is responsible for the overall performance of the entire Pool staff and the duties of each staff member performs.
Pool Server	MIR	Seasonal Part Time (5)	Clears all used tableware, napkins and refuse from tables to tubs in bus station and wipes table, chairs and clears debris and crumbs from floor areas surrounding table
Bartender	Presidential Lounge	Part Time (3)	Under managements supervision, coordinates the daily activities of the restaurant to provide fast and courteous service to patrons by performing the following duties.
Overnight Security Agent	Security	Part Time (1)	Performs protective and enforcement functions in a courteous and restrained manner in coping with emergencies, undesired conduct, disturbances and threats to life and property to maintain a safe and secure environment.
Spa Attendant	Spa	Part Time (2)	Inspect, stock, and maintain Spa in a clean and orderly manner and promote a relaxing and enjoyable environment.
Boutique Manager	Spa	Full Time (1)	The Boutique Manager is responsible for the overall performance of the entire boutique staff and the duties of each staff member performs.
Spa Supervisor	Spa	Full Time (1)	The Spa Supervisor is a multiple-task position to support spa objectives and provide spa clients with excellent guest service. The duties of the Spa Supervisor include but are not limited to performing all Spa Receptionist duties, maintaining a smooth spa operation, handling any guest problems as they arise, assist with time edits and assisting with group booking, inventories, purchasing, scheduling and training new staff.
Aesthetician	Spa	Part Time (1)	The esthetician position is a multiple-task position to support spa objectives and provide spa clients with excellent guest service. The duties of the esthetician include but are not limited to providing a full range of skin care services such as facials, waxing, and skin analysis and product consultation.
Massage Therapist	Spa	Part Time (1)	Massage Therapist will contribute to the day to day operation of the spa by demonstrating a combination of excellent guest service and relaxing massage techniques to ensure guest satisfaction per treatment.
Concession Cart	Spa	Part Time (2)	Energetically greet guests and sell take and go food items. Provide exceptional guest service to all that employee may come in contact with.
Steward Supervisor	Steward	Full Time (1)	Assist with Supervising a group or shift of stewarding employees and activities. Ensure total maintenance, sanitation, par stocks, and sufficient equipment in all assigned food production service areas.
Main Kitchen	Steward	Full Time (2)	You make the heart of the house shine. You understand that sparkling service ware is essential for presenting delicious meals to guests. And, the Chef counts on your good work to make it happen. You also go the extra mile to ensure all kitchen equipment and surfaces are spotless, because guests and associates rely on you for their health and safety.
Night Cleaner	Steward	Full Time (2)	Ensures immaculate cleanliness of the entire kitchen and provides clean, safe and sanitary conditions through the Food and Beverage outlets.
Bartender	Tequila Bar	Part Time (1)	Under managements supervision, coordinates the daily activities of the restaurant to provide fast and courteous service to patrons by performing the following duties.
Valet Attendant	Valet	Part Time(3)	The Valet Attendant is responsible for providing AAA 4-Diamond service to internal and external customer. The Valet Attendant is also responsible for safely handling guests' and patrons' vehicles to ensure proper parking, securing and handling of keys.
Baker	Casey's Cupcake	Part Time (1)	Prepare, bake and finish cupcakes, cakes, and any other special orders in accordance with departmental quality standards. Assist with advanced presentations.

We are an Equal Opportunity Employer/M/F/D/V